

**ONTARIO VOLLEYBALL**  
**EMPLOYMENT OPPORTUNITY**  
**ATHLETE DEVELOPMENT PROGRAM COORDINATOR**

**Position:** Part-time seasonal contract

**Contract Term:** April 21, 2022 to August 8, 2022 (16 weeks)

**Supervisor's Title:** Athlete Development Director

**Contract Location:** Work from home and various camp locations (Toronto, London, North Bay, Guelph, Niagara, Hamilton, Waterloo, Mississauga)

**Compensation:** \$17.00 per hour, 30 hours a week on average

**Closing Date:** Monday, March 28, 2022

#### **ONTARIO VOLLEYBALL ASSOCIATION**

The Ontario Volleyball Association (OVA) is a non-profit athlete-centered provincial sports association providing leadership in the growth, development and delivery of indoor, beach and sitting volleyball in Ontario.

It is our vision to provide a fun, safe and rewarding environment through a commitment to Volleyball for Life. To that end, the OVA engages with the community to support athletes through quality service and by offering a safe sport experience. The OVA supports the holistic development of athletes by providing a clear and comprehensive development pathway for all stages and abilities. Further, the OVA strives to inspire Clubs, coaches and referees with continuous learning and improvement opportunities

#### **JOB SUMMARY**

The OVA is looking for a vibrant, hard-working individual who is keen to assist in the planning and coordination of OVA's youth athlete development programs as part of the Team Ontario volleyball initiative. During the month of July, the OVA will run youth athlete development programs for more than 600 teenagers across Ontario. The Athlete Development Program Coordinator will work with other OVA staff to plan and coordinate all aspects of the event delivery including athlete selection, athlete registration, communication with participants, booking of facility spaces, etc. This is a part-time position with a minimum of 4 days per week for a minimum of 16 weeks but this may be increased based on the availability of the successful applicant.

#### **KEY RESPONSIBILITIES**

- Communicating with coaches and supervising the selection of participants for the events
- Managing registrations and communications with athletes and their parents
- Coordinating the reservations for accommodation and training spaces
- Preparing, gathering and delivering all necessary equipment for the event
- Completing onsite event setup and takedown daily
- Managing social media onsite at events by posting images to the OVA accounts
- Creating player and coach profiles for the Team Ontario website

- Participating in an event debrief to provide feedback for successful program in the future
- Acting as an ambassador for the sport
- Other duties as assigned

#### QUALIFICATIONS:

- Able to work weekends and stay on site during camps in July
- Interest for project management and high-performance sports
- Reliable, self-motivated, hard-working individual
- Ability to work as part of a dynamic team
- Excellent written and oral communication skills
- Excellent customer service
- Willingness and ability to lift up to 50lbs
- Valid Police Record check (can be obtained upon employment)

The incumbent must also demonstrate the following personal attributes that reflect the OVA's Organizational Standards:

- Foster an inclusive community
- Treat all people with dignity and kindness
- Act with integrity in all that we do
- Utilize collaboration to meet our common purpose
- Embrace innovation with bold creativity
- Challenge excellence and continuous learning, always

#### TO APPLY

Interested parties should send their resume and cover letter to the Director of Athlete Development, LP Mainville ([lpmainville@ontariovolleyball.org](mailto:lpmainville@ontariovolleyball.org)) by Monday, March 28<sup>th</sup>, 2022.

**The OVA is an equal opportunity employer. The OVA is committed to providing an environment that is accessible by all and will make all reasonable accommodations for job applicants with disabilities in order to support their full participation in our recruitment process.**

**Thank-you, for your application but only potential candidates will be contacted for an interview.**